

**November 17, 2003  
NOTIFICATION OF VACANCY**

**COMMUNITY DEVELOPMENT PROGRAM MANAGER      POSITION #00049  
(Program Administration Manager II)**

**LOCATION:** **DHCD  
501 N. 2<sup>ND</sup> STREET  
RICHMOND, VA 23219**

**STARTING SALARY RANGE:** **\$40,000 – \$53,000 Annually**

**DUTIES AND RESPONSIBILITIES:** The Department of Housing and Community Development is seeking a Program Manager within the Office of Community Revitalization and Development to manage and coordinate community economic development staff in work that includes technical assistance and training to Virginia Enterprise Initiative and Individual Development Account sites, and Enterprise Zone communities and constituents and to any other organizations, city, town or county governments across the State with an interest in those programs. To manage and coordinate the annual Enterprise Zone incentive process.

**QUALIFICATIONS GUIDE:** Thorough and technical understanding of comprehensive community economic development topics and strategies, especially the Virginia Enterprise Zone Program, Virginia Enterprise Initiative, and the Virginia Individual Development Accounts. Demonstrated ability to coordinate, organize and supervise the work of a diverse staff effectively. Demonstrated ability to manage and prioritize multiple work activities and programs in order to meet deadlines. Demonstrated ability to interpret and administer complex regulations, formulate policies and procedures that are consistent with agency goals and priorities. Demonstrate the ability to pay strong attention to detail while keeping the broad goals of the programs in view. Demonstrated ability to manage time, analyze data, evaluate results and monitor progress. Must have excellent communication skills in writing, public speaking and personal communication; competent research and computer skills; particularly with word processing, spreadsheet, database and presentation software. Must have the ability to work overtime and travel frequently. Valid Virginia driver's license required. Prefer degree in planning, public administration, business administration or a related field. Experience working with local governments in meeting their community economic development needs through technical assistance and training is preferred. Experience working with economic development incentives and entrepreneurship is also preferred.

***TO BE CONSIDERED FOR THIS POSITION, A COMPLETED STATE APPLICATION FOR EMPLOYMENT MUST BE RECEIVED AT THE ADDRESS BELOW BY FRIDAY, DECEMBER 19, 2003 AT 5:00 P.M.***

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT  
501 N. 2<sup>ND</sup> STREET  
RICHMOND, VA 23219  
ATTENTION: HUMAN RESOURCE OFFICE  
TELEPHONE (804) 371-7000  
FAX (804) 786-7310  
EMAIL: [HROFFICE@DHCD.VIRGINIA.GOV](mailto:HROFFICE@DHCD.VIRGINIA.GOV)  
EOE**